

SATENDER

Address : X-1381 , Street no.4, Rajgarh Colony, Gandhi Nagar

City : Delhi

State : Delhi

Pin code - 110031

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Phone No : 8376014704

CAREER SUMMARY

As a Accountant in a Firm (Jindal Ceramic world) with 3+ years of experience of ledger processes.

Possess strong analytical and problem solving skills, with the ability to make well thought out decisions. Good written and good communication skills.

Make the all reports realated like TDS, Balance Sheet, Trail Balance, Paybles and Receivables etc.

WORK HISTORY

Work in CA firm

Analyst Records of accounts.

- Created Accounts reports and supported to filling ITR responsibility by owner
- Managed stock and sales report or import and export .
- Analyzed, interpreted account records, compiled information of taxes and reconciled reports and financial data.
- Performed process analysis, and communicated recommendations to management.
- Process journal entries and perform accounting corrections to ensure accurate records.

EDUCATION

B.com(hons.) with accounting

But not complete in 5 year

Beacuse one exam not be clear in last year over all clear in all subjects.

From Delhi University

2013 to 2018

- Experience in Accounting. Achieved A grade in Accounting subject. Got in oveall average score.

B.com pass in Pursuing (1st year)

Sol

Delhi University

- Having a computer knowledge. Study the Financial accounting.
- Complete Busy software knowledge

- Ms word, excel , Tally accounting software knowledge, internet etc.
- 12th pass in 2013 from CBSE (with commerce stream)
- 10th pass in 2011 from CBSE

SKILLS

- Knowledge all Microsoft Office Applications.
- Good communication skills, and ability to present complex information in an easy to understand format.
- Good problem solving, critical thinking.
- Profound ability to work in a fast-paced environment.

ACHIEVEMENTS

- Compiled and analyzed financial information to prepare monthly reports and annual accounting statement.
- Ensured accurate, timely accounting and thorough understanding of all financial information – monthly, quarterly and year-end closings, including bank compliance and taxation issues.
- Prepared financial management reports based on accounting control procedures.

HOBBIES

- Learn new things and improve my skills.
- Software knowledge keeps new updates knowledge
- Pubg

REFERENCE

Name : Prachi

Address1 :

Address2 :

Email id :

Phone No. :